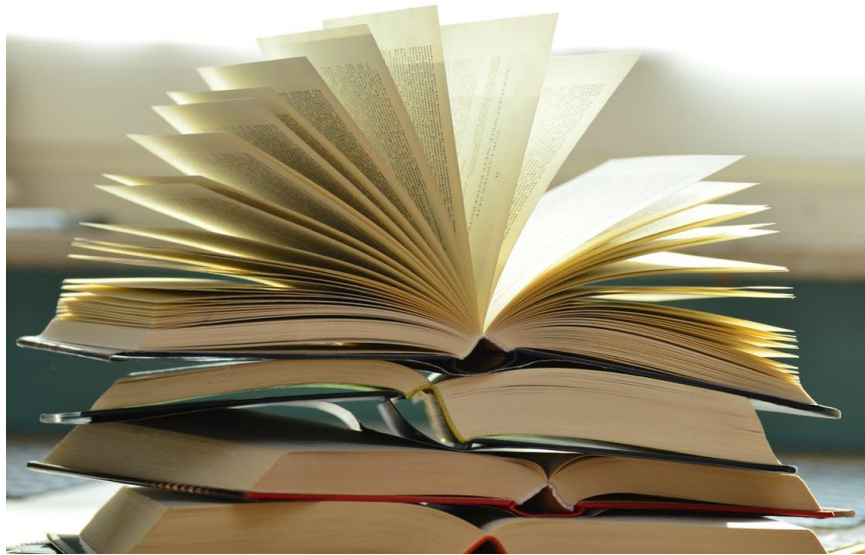




McKENZIE COUNTY
• PUBLIC LIBRARY •

Policy Handbook

A Guide for Our Patrons and Staff



Approved on 5/29/2019
Reviewed by the State's Attorney on 5/22/2019

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History

In June of 1992 voters of McKenzie County decided to merge the Arne “Bob” Sanford Library with the McKenzie County Rural Library. This merger created the McKenzie County Public Library.

Construction on the Veteran’s Memorial Building and the Library was completed in 1997, with a grand opening held in February of that same year. The McKenzie County Public Library’s Sanford Room still hosts a photo in memory of Mr. & Mrs. Sanford.

The McKenzie County Public Library is dedicated to providing services to all individuals residing in McKenzie County whether that is at our main location in Watford City or through our outreach services, such as the Bookmobile. The Library strives to be the community’s connection to information, entertainment, and inspiration.

Introduction

This Policy Handbook (“Handbook”) is a compilation of personnel policies, practices and procedures currently in effect at the McKenzie County Public Library (“Library”).

The Handbook is designed to introduce you to our Library, familiarize you with Library policies, provide general guidelines on policies and procedures related to your employment, and help answer many of the questions that may arise in connection with your employment.

This Handbook is not a contract of employment, and does not create a contract of employment. Like most American companies, the McKenzie County Public Library generally does not offer individual employees formal employment contracts with the Library. This Handbook does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. The purpose of the Handbook is simply to provide you with a convenient explanation of present policies and practices at the Library. This Handbook is an overview or a guideline. It cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed to the Library Director.

The Library reserves the right to modify any of our policies and procedures, including those covered in this Handbook, at any time. We will seek to notify you of such changes by appropriate means. However, such a notice is not required for changes to be effective.

Part 1 – General Library Policies and Practices

Library Programming

Amended 6/10/2020

The McKenzie County Public Library shall offer programs that support people of all walks of life in their home lives, in their education, and in their leisure activities. When planning programs, Library Staff will consider:

1. The Library's Long Range Plan
2. Any regional needs
3. The purpose of the program
4. The quality of the presentation
5. Appropriateness of content to the audience
6. Other programs of the same nature available elsewhere in the community

Attendance statistics and evaluations are kept to determine the impact of the program on the audience, to help in preparation of budgets, and to aid future program planning.

Events that require pre-registration will be limited to those who have registered and any parent of guardian, as applicable.

A consistent effort shall be made to introduce and represent diverse interests in programming.

Quality programs form an integral part of the services the Library offers. Therefore, the McKenzie County Public Library will provide staffing, materials, and adequate training to maintain consistent quality programming.

In addition to the program time allotted for the presenter, there may be additional staff requirements. Programs with an anticipated large attendance may require additional staff or volunteer help with the program. It is important that ample staff be available to provide assistance to Library audiences before, during, and after the program.

The McKenzie County Public Library will not permit outside agencies or individuals to conduct programming at the Library without the express permission of the Library Director.

Book Club

Adopted 1/8/2020

The purpose of the McKenzie County Public Library Book Club is to bring together residents of McKenzie County and to introduce reading enthusiasts to new genres of books. Individuals wishing to participate in the McKenzie County Public Library Book Club must be at least 18 years of age and will need to follow posted timelines for signups, book pickup, and meetings. A valid Library Card is required to participate and participants will be financially responsible for

any lost or damaged materials.

Summer Reading Program

The purpose of the Summer Reading Program is for the continuation of learning and utilization of growing minds as well as the opportunity for entertainment and Library involvement each summer during the recess of school for school-aged residents and patrons of the McKenzie County Public Library. It is also intended to encourage leisure reading and Library participation in adult patrons.

Registration Requirements

All McKenzie County residents who are cardholders, with an account in good standing, qualify to register and participate in the Summer Reading Program. Registration is limited to individuals and their families. The specific guidelines and rules of the program will be relayed by staff to the participants at the start of the program. A printed list of these rules is available upon request. Programming will be available to all participants based upon predesignated age groupings.

Program Specifics

The Summer Reading Program is intended to be used as a tool for furtherance of education, entertainment, and a community atmosphere. Any individual seeking to participate must be a resident of McKenzie County, have a Library Card in good standing, and be registered for the program. Participants of the Summer Reading Program are expected to read books checked out exclusively from the McKenzie County Public Library. Books from home libraries and electronic books, with the exception of RB Digital and Libby/Overdrive, will not be accepted. Reading logs will be made available by Library Staff beginning the first day of the program; staff will be available to assist with reading logs as needed. All reading logs must be completed and turned in to the Library by the selected cut-off date as specified by staff. The selected cut-off date will be posted within the Library and on the Library's official website.

Prizes

Participants who fulfill the registration requirements are eligible to win prizes for their achievements during the Summer Reading Program. Throughout the program there may be the chance to enter into random prize drawings at various events, as well as the chance to win the grand prize(s) for each age group at the conclusion of the program. Participants need not be present to win; Library Staff will notify the winning participant of any prize(s). Winners are encouraged to pick up their prize(s) in a timely fashion.

Modifications

The McKenzie County Public Library reserves the right to change the Summer Reading Program at any time and without notice.

Display and Distribution of Community Materials

Publicity items for community organizations and local events further the Library's role as a central source for civic, cultural, educational, and recreational information. The Library welcomes and encourages the display of such information on its Information Center and the posting of such material inside or outside of the Library, pending approval by the Library Director.

Limited display space is available for community organizations to distribute information. Posters and flyers displayed on the Library's Information Center are to be no larger than 8 ½ x 14 inches. Only one copy of a notice is permitted for display. The Library's Information Center may not be used for personal or commercial advertisements. Items on the Information Center may be displayed for up to one month. Library Staff will remove items that have expired, are not permitted, or have been displayed for longer than the appropriate time frame as designated above. Removed items will be discarded; flyers and posters that have been displayed will not be returned.

Brochure racks may be used to distribute flyers, brochures, leaflets, and pamphlets that provide information regarding non-profit, civic, educational, cultural, or recreational organizations and events. Materials that promote personal or commercial programs or projects may not be distributed in the Library.

If space becomes limited, preference may be given to items of a timely nature, or to organizations or groups that have not recently distributed materials. Literature and promotional materials relating to political campaigns or candidates will not be accepted or displayed inside the Library.

All items for posting or distribution must be presented to the Library Director for approval. Library Staff will date and place items on the Information Center. Distribution and posting of items by the Library does not indicate an endorsement of the issues, events, or services promoted by these materials. The Library reserves the right to remove any posted item at any time and without notice. Items left at the Library or posted without approval will be removed and/or discarded.

Patron Conduct

So that all guests of the McKenzie County Public Library may have a safe, fair, and pleasant experience while enjoying all the Library has to offer, guests are asked to abide by the following rules while in the Library:

1. Smoking or the use of tobacco products inside the building or within 20 feet of doors and entryways is prohibited by law (North Dakota Century Code 23-12-09 to 23-12-11).

2. Expelling bodily fluids with the intention to cause damage and/or harm to others, as well as any part of the Library is prohibited.
3. While cellular devices are permitted within the Library, phone calls must be taken outside of the Library. Additionally, all cellular devices should be silenced while in the Library.
4. Items belonging to the Library (books, films, Launchpads, etc.) are not permitted inside restrooms.
5. Moving or rearranging furniture belonging to the Library is not permitted.
6. Animals, with the exception of service animals, are not permitted on Library premises.
7. Soliciting, petitioning, distributing written materials, or canvassing for political, charitable, or religious purposes without prior approval of the Library Director is prohibited.
8. Scooters, heelies, hoverboards, etc. are not permitted in the Library.
9. Behavior that can be deemed disruptive (running, fighting, throwing objects, etc.) is not permitted in the Library.
10. Shirts and shoes are required in the Library; wet bathing suits are prohibited.
11. Any behavior that is considered disruptive or which would hinder others' use of the Library or hinders the ability of Library Staff to complete their daily tasks will not be tolerated. This includes but is not limited to:
 - a. Using threatening or obscene language and/or gestures
 - b. Sending or displaying offensive messages or pictures in any format
 - c. Viewing of sexually suggestive photos and/or videos in any format
 - d. Conduct that creates an unreasonable level of noise
 - e. Damaging, destroying, or tampering with property belonging to the Library or other Library guests
 - f. Public intoxication
 - g. Public indecency
 - h. Brandishing of and/or threatening with weapons

- i. Sleeping in the Library
- j. Intentionally wasting Library resources
- k. Verbal, physical, or sexual harassment of Library guests or Library Staff
- l. Violating any Watford City ordinance or any county, state, or federal law(s) while on Library property

Patrons found in violation of any of these guidelines will be referred to this policy. Violation may result in an individual's expulsion from the Library, suspension of Library privileges, criminal prosecution, and/or any other legal action as appropriate.

Law enforcement agencies may be involved when applicable.

Unattended Children and Vulnerable Adults

The Library strives to maintain a safe environment for Library Staff and guests.

An unattended child is any child not accompanied by a parent, guardian, or caregiver.

A vulnerable adult is an adult who can't care for himself/herself independently without the constant attention of a caregiver.

Library Staff are not trained nor expected to provide care and/or supervision for children or other persons in need of constant attention. The parent, guardian, or caregiver is responsible for monitoring the activities and regulating the behavior of children or other persons requiring supervision during their time in the Library. The Library is not responsible for any consequences of parents, legal guardians, or caregivers not fulfilling their responsibilities.

The Library acknowledges that children mature at different ages. These rules are subject to the discretion of Library Staff who may apply them to children other than the ages stated below if they deem it necessary.

Children under the age of 8 and vulnerable people of any age must have a parent, guardian, or responsible caregiver of at least 12 years old in the immediate vicinity.

Library Staff will attempt to contact a parent, guardian, or caregiver when:

1. The health or safety of a child or vulnerable adult is in doubt;
2. A child or vulnerable adult is frightened while alone at the Library;

3. The behavior of a child or vulnerable adult disturbs other Library patrons and has caused staff to ask the individual to leave the Library;
4. A child or vulnerable adult has not been met by a parent, guardian, or caregiver at closing time.

If a parent, guardian, or caregiver can't be reached, the police will be notified at the nonemergency number and asked to assist in the successful resolution of the situation.

Library employees will notify their immediate supervisor of any unattended child or vulnerable adult still present in the Library 10 minutes prior to closing. Staff will help these people contact a parent, guardian, or caregiver for a ride.

If an unattended child under the age of 12 or a vulnerable person of any age has not successfully contacted a parent, guardian, or caregiver at closing or that caregiver has not arrived by closing, Library Staff will contact the police at the nonemergency number. At least one staff member will stay with the individual up to 10 minutes after closing.

Under no circumstances will staff take the unattended person to another location.

Patron Confidentiality

The Library Board of Directors recognizes its responsibility in protecting the privacy of its patrons' personal records relating to their use of Library materials. We affirm our patrons' Freedom to Read as set forth by the American Library Association.¹

¹ The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure

strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression. To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery

be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council

Records are required for controlling the usage of Library materials both on and off of the Library's premises. These records are not in any way intended to monitor the user's reading or pursuit of information. Circulation records are kept to protect public property, namely the books, films, and other items available to Library patrons for circulation. Summary statistics of Library use are kept to measure organizational activity.

Any record maintained or received by the McKenzie County Public Library, which provides a library patron's name or personal information sufficient to identify a patron together with the subject about which the patron requested information, is considered private and is exempted from public records disclosure requirements of NDCC 44-04-18 pursuant to NDCC 40-38-12² and will not be made available upon request of any person other than the patron.

However, Library records shall be released when required pursuant to a court order, search warrant, or subpoena. Only the Library Director or a designated representative of the Library Director is authorized to release requested records pursuant to a court order, search warrant, or subpoena. A complete record of the information released, a signed receipt form, and a copy of the court order, search warrant, or subpoena will be retained in a file designated by the Director. Should any question arise, the Library Director will consult the Library Board of Directors and the State Attorney's Office.

The Library Board shall take steps to request that the issuing court grant an appropriate court order to assure that any information released pursuant to a court order, search warrant, or subpoena shall be limited to the specific need for which it was requested and further released only to a person with the need to know the information.

Personal Belongings

Individuals should limit the amount of personal property they bring into the Library. Certain prohibited items cannot be brought onto Library property. Dangerous weapons are prohibited items and include, but are not limited to, firearms, explosives, knives, razors, and box-cutters. No provisions are made for holding prohibited items.

Items that may not be brought into the Library include, but are not limited to, the following:

1. Computers, larger than laptop size

Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

² NDCC 40-38-12. Library Records – Open Records exception.

Any record maintained or received by a library that receives public funds, which provides a library patron's name or information sufficient to identify a patron together with the subject about which the patron requested information, is considered private and is excepted from the public records disclosure requirements of section 44-04-18. These records may be released when required pursuant to a court order or a subpoena.

2. Containers such as large plastic bags
3. Luggage/Suitcases/Duffle bags
4. Musical instruments and their cases
5. Scissors or other cutting implements
6. Televisions or other electronics of similar size
7. Expedition-size backpacks
8. Multiple bags

Items that may be brought into the Library include, but are not limited to, the following:

1. Sweater, jacket, or similar garment
2. Purse or handbag
3. Stroller and/or diaper bag
4. School appropriate backpack
5. Laptop computer
6. One additional briefcase, laptop case, book tote, or similar bag
7. Food and/or drinks, at the discretion of Library Staff

Any items in question may be brought to the front desk and held there for the duration of the individual's Library visit as long as they are not prohibited items.

As in any other public situation, visitors to the Library must exercise care to safeguard their personal property. Personal property, particularly handbags and electronics, should never be left unattended anywhere in the Library.

To protect personal belongings, Library guests are advised to:

1. Never leave personal items unattended in the Library at any time.
2. Never leave personal items behind in order to reserve seating.
3. Take any personal belongings with you when leaving your seat.

Belongings left unattended for more than 15 minutes may be removed to the nearest lost and found. In the event of an unattended item of a suspicious nature, local law enforcement will be contacted. The Library is not responsible for any loss or damages that result from any third party entities. Items that remain unclaimed after 30 days will be disposed of. Items left behind of significant value will be turned in to the Watford City Police Department.

There is a risk of theft if you leave your laptop, phone, or other personal belongings unattended.

Library visitors are responsible for their belongings at all times. The Library is not responsible for the loss of personal property brought into the building. All instances of loss should be reported immediately to the Watford City Police Department.

Accessibility

The McKenzie County Public Library strives to ensure that everyone is welcome and has access to the full range of information, services, and programs that are offered in the Library and makes it a priority to select and acquire, whenever possible, resources that are accessible to all.

Facility accessibility includes:

1. Parking
2. Entrances
3. Restrooms

Requests for accommodations at Library events may be submitted to the Library Director, and staff will work to help make events accessible and meet requests for reasonable accommodations.

The McKenzie County Public Library offers the following resources to patrons with various disabilities or impairments:

1. Audiobooks on CD, through Overdrive, and through RB Digital
2. Talking Books for qualified individuals through the North Dakota State Library
3. Large Print materials
4. Captioned videos and DVDs

Patrons interested in any of the above listed services are encouraged to contact the McKenzie County Public Library.

Volunteering

The McKenzie County Public Library Volunteer Program is designed to expand and enhance public service to the community. Volunteers are an important extension of the Library's staff. Volunteers perform a wide variety of tasks that are important to the institution. Volunteers are expected to act in accordance with Library policies and to reflect positive customer service attitudes to all Library patrons.

Volunteers shall be recruited without regard to an individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristics.

Volunteers under the age of 18 must have parental approval and cannot work more than two hours per day. Generally, the Library will not accept volunteers under the age of 14. Youth volunteers may not work without direct supervision by a staff member.

Selection of Volunteers

All volunteers are selected based on their qualifications in relation to the needs of the Library and based on their ability to commit to a consistent schedule of volunteer hours. All prospective volunteers must complete an application, as well as a waiver form, and have a brief interview with the Library Director. Candidates will be accepted based on the Library's needs matched with the candidate's qualifications to meet those requirements during the selection process. The Library may not accept every application. If there are no volunteer opportunities available, application forms will be kept on file for a period of one year. A background check, and where applicable, reference checking may be required before any candidate can begin an assignment.

Under no circumstances will an individual who is a convicted sex offender be allowed to volunteer at the McKenzie County Public Library.

Statement of Purpose

The McKenzie County Public Library shall use the services of volunteers to:

1. Supplement the efforts of paid Library Staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with their Library and the services being offered.
3. Serve as a way for citizens to gain meaningful experience, meet new people, and make a difference in their community.

The McKenzie County Public Library shall make use of the services of interested volunteers to supplement and not replace the work done by Library Staff.

General Provisions

Nothing in this policy shall be deemed to create a contract between the volunteer and the McKenzie County Public Library. Both the volunteer and the Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

The McKenzie County Public Library will not provide any medical, health, or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for injuries sustained while functioning as a volunteer.

Hours of volunteer service will be determined by the Library Director in discussion with the volunteer. Volunteers must be able to commit a minimum of two hours per week for at least three months. Volunteers are assigned during Library hours and are supervised by the Library Director but are under the direction of the staff member on duty. Volunteers are expected to arrive at the Library in time to begin work as scheduled or call the Library if they will be absent. All volunteer work must be completed within normal Library hours. Exceptions may be made by the Library Director.

Qualifications and Skills

The following qualifications and skills will be taken into account in relation to volunteer opportunities with the Library:

1. Flexibility: Willingness to perform a variety of projects and tasks.
2. Communication and Listening Skills: Willingness to ask questions if projects or tasks are unclear.
3. Dependability: Willingness to complete assigned projects or tasks and fulfill volunteer commitment.
4. Ability to follow instructions, work independently and focus on fairly detailed tasks.
5. Ability to work cooperatively as a team with other volunteers and staff members.
6. Respect for diverse lifestyles, cultures, religions, and values.

Volunteer Guidelines

Volunteers of the McKenzie County Public Library are expected to follow the following guidelines:

1. Volunteers are expected to be reliable in their commitment to the Library and notify the Library in advance if they are unable to work their regularly scheduled time slot. In turn, volunteers will be notified immediately on any given day when the Library opens late, does not open or closes early for any reason.
2. Individuals are asked to wear a volunteer badge that identifies them as a volunteer while they are working at the Library. Volunteers are expected to refer all requests for information to the Library Staff on duty, other than purely directional questions (i.e. restroom location, collection locations, etc.).
3. Volunteers will be required to attend training sessions if needed, as needed.
4. Should a volunteer have a grievance with a staff person, another volunteer or Library patron, every attempt will be made to handle the situation through the Library Director.
5. Volunteers may be used to increase the Library's services.
6. Volunteers may not be used to establish and maintain new Library services.
7. Volunteers will not be used to replace or reduce the number of paid staff.
8. Volunteers are recognized as contributors to the goals and services of the Library.

9. Volunteers are responsible for maintaining confidentiality of all Library information. Failure to maintain confidentiality will result in immediate termination of the volunteer.
10. The Library will, upon request, provide letters of reference for the volunteer, if deemed appropriate.
11. Procedures and requirements for the volunteer will vary with the age of the volunteer.
12. All personal information about the volunteer is for internal use only.
13. Written permission will be needed for any volunteer under the age of 18.
14. Volunteers will not be expected to complete any tasks that would not be assigned to the Library Staff.
15. Discriminatory or racist incidents will not be tolerated.
16. Volunteers are prohibited from being under the influence or, using, possessing, selling or otherwise being involved with illegal substances or alcohol.
17. Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding work schedule, conduct, attire, grooming, performance, safety procedures, etc.

Tasks

The following are tasks that may be performed by a volunteer:

1. Shelf reading
2. Shelving materials
3. Monitoring Library facilities
4. Helping with Library programs or projects
5. Light cleaning assignments
6. Answering the telephone
7. Basic reference work
8. Working the Circulation Desk
9. Clerical tasks
10. Processing new materials
11. Withdrawing materials

Training and Supervision

The Library Director coordinates the volunteer program. Volunteers will receive specific training in their assigned duties from the Library Director or staff member as allocated by the Director. All reasonable care will be taken to ensure the safety of the volunteers.

Community Service

Individuals who seek volunteer assignments at the McKenzie County Public Library to meet a requirement set by an outside agency for the performance of community service shall be subject to the above selection process and all other provisions of this policy.

Part 2 – Technology

Computer Usage

The McKenzie County Public Library provides Internet-enabled computers and wireless Internet access (Wi-Fi). These services provide Library guests with access to a vast array of electronic resources that supplement the Library's print collection and are also available for educational, informational and recreational purposes.

Guidelines

Please note that not all information found on the internet is accurate, complete, up-to-date, legal, or philosophically acceptable to all individuals. The Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the internet or any communications sent through the Library's computers.

Staff will work with the public to ensure compliance with policy and responsible Internet use at all times.

Due to limited resources available for provision of public access to computers, the Library reserves the right to limit the amount of time of computer usage. Library guests are reminded that the Library's computers are located in public areas that are shared with people of all ages, backgrounds, and beliefs. Individuals are expected to consider this diversity and respect the rights of others when accessing potentially offensive information or images.

To achieve an atmosphere conducive to the best use of its resources the Library has developed the following guidelines for the use of public computers:

1. Individuals must sign in and out at the Circulation Desk to use a computer.
2. Food and/or drinks are not permitted at any computer work station.
3. Computers will be turned off 10 minutes before the Library closes.
4. Computer users are to use headphones if they wish to listen to audio, but volume should remain low enough to not disturb others. The Library has headphones available upon request.
5. Computer users may connect their own storage drives or earphones to Library computers.

6. Only one person is allowed at a computer workstation at a time. Staff, in their discretion, may approve or disapprove requests for small groups to work together.
7. Computer users are responsible for closing all applications, logging out of all personal connections, and deleting any personal files when they are done using the computer.
8. Computer users must perform their own Internet searches, though staff will provide assistance.
9. The Library is not responsible for loss of information due to viruses, computer failure, individuals leaving their information logged into various websites, or other problems.
10. Computer users should report any problems to Library Staff and must not attempt maintenance on Library computers, including unplugging, disconnecting, powering on, powering off, and/or detaching PC hardware or components.
11. Computer users may not alter or attempt to alter the setup of Library computers.
12. Computer users may not download any external software to Library computers.
13. Computer users are asked to respect the privacy of other computer users.

The McKenzie County Public Library outlines the following activities as unacceptable:

1. Use of electronic information networks for any purpose which results in the harassment of others.
2. Destruction or, damage to, or unauthorized alteration of the Library's computer equipment, software, or network security procedures.
3. Use of electronic information networks in a way which violates a Federal or State law.
4. Attempting to use the Library's electronic information network to operate a personal business.
5. Use of electronic information networks in any way which violates licensing and payment agreements between the McKenzie County Public Library and network/database providers/vendors.
6. Unauthorized duplication of copyright protected software or violation of software licensing agreements.
7. Violation of system security.

8. Behaving in a manner that is disruptive to other users, including but not limited to overuse of computer equipment, which serves to deny access to other users.
9. Transmitting threatening or obscene materials or interfering with or disrupting network users, services or equipment.
10. Unsolicited advertising is not permitted.
11. Use any Library computers or Wi-Fi for illegal activity.
12. Use any Library computers or Wi-Fi to access material that is legally defined as obscenity, pornography of any kind, or, in the case of persons under the age of 18, material that is harmful to minors.
13. Use any device to attempt to redistribute, share, or boost the Library's Wi-Fi signal.
14. Use the Library's network for unauthorized access or "hacking" into any computational, financial informational or communication services or resources.

Internet Use

Library guests should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. The Library respects the confidentiality of those using its electronic resources, and will release records only as required by law.

The Library has taken certain measures to assist in the safe and effective use of the Internet, including filtering. The public should bear in mind that no filters are foolproof and may "underblock" (permit access to material that is prohibited by CIPA) and "overblock" (deny access to materials that are constitutionally protected). Library guests may request that a specific site be reviewed by the Library if they think the filter is in error.

Assistance and Instruction

McKenzie County Public Library staff will provide assistance to Library guests in the use of electronic information networks and can offer guidance as time permits. However, Library Staff cannot provide in-depth training on Internet use or computer use. Additionally, Library Staff will not provide clerical services (i.e. filling out electronic forms, generating resumes, etc.) on behalf of any Library guest.

Printing

Any printed pages are subject to the current pricing of the McKenzie County Public Library; Library guests will be held financially responsible for all items printed.

Rights of Library Guests

Library guests have certain rights with respect to the use of electronic information networks such as the Internet:

1. Users have the right to access and read all Library policies and discuss questions with appropriate Library Staff.
2. Users have the right to equitable access to electronic information networks.
3. Library patrons have the right to confidentiality and privacy in the use of electronic information networks to the extent possible, given certain constraints such as proximity of other patrons and staff in public access settings. Users should be advised that because security is technically difficult to achieve on the Internet and computers are located in public areas, electronic transmissions of files and information, as well as viewing screens, could become public.

Child Safety on the Internet

The McKenzie County Public Library supports the right of all Library users to access information and will not deny access solely by age. The McKenzie County Public Library complies with the federal Children's Internet Protection Act.

The Library recognizes that electronic information networks such as the Internet may contain information that is inappropriate for children. Parents are expected to monitor and supervise their children's use of the Internet. Library staff does not monitor children's use of Library materials or Internet resources. Parents are encouraged to discuss safety issues and appropriate use of electronic information with their children.

Breach of Policy

Violation of any aspect of this policy can result in the loss of Library privileges either for the remainder of the day or indefinitely.

Social Media

Any social media accounts established by the McKenzie County Public Library are a place for individual's to share opinions about Library related subjects. Comments are welcome and will be reviewed prior to publishing. The following will be removed by the editors of any and all social media accounts held by the McKenzie County Public Library without publication:

1. Potentially libelous comments against the Library or its staff
2. Suggestive, obscene or lewd comments
3. Racist comments and hate speech
4. Personal attacks, insults, or threatening language
5. Plagiarized material

6. Private or personal information published without consent
7. Comments unrelated to the topic of the forum
8. Commercial promotions, advertisements, or spam
9. Hyperlinks to material that is not directly related to the discussion

By posting on the Library's social media page(s), you agree to indemnify the McKenzie County Public Library and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by any of them which arise out of or are related to the content that you post.

Forums and messaging may not be used for commercial purposes or for organized political activity.

The McKenzie County Public Library reserves the right to monitor all content before it is posted, and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of the copyright, trademark right, or other intellectual property right of any third party, or otherwise inappropriate. The McKenzie County Public Library also reserves the right to modify or remove any messages after posting in response to requests or other commentary. Notwithstanding the foregoing, the McKenzie County Public Library is not obligated to take any such actions and will not be responsible or liable for content posted by any subscriber in any forum, message board, thread, or other area within the service.

If these terms are not agreed to, do not use the service.

Skype Laptops

Due to a generous North Dakota State Library Grant, the McKenzie County Public Library has two laptops available for Skyping. Each one includes a webcam and microphone. Users will be lent one headphone to minimize disruption to other Library patrons. The Skype terminals may only be used with headphones in the Sanford Room.

Skype is a service that allows both users to see and hear those they are connecting with via the Internet. Skyping can be used for distance learning, exam proctoring, business teleconferencing, or visiting with friends and family members who live far away.

Skyping services will be offered on a first-come, first-served basis. Skyping to another person with a valid Skype account is free, and is the only type of communication available at this time.

To use the McKenzie County Public Library's Skype Connection an individual must have a Library Card in good standing or a \$50 deposit. In addition, a valid driver's license will serve as a deposit, which will be returned upon receiving the laptop and software back in the same condition it was lent. No alterations or modifications may be made.

Only registered internet users above the age of 18 may use Skype. At the staff's discretion, a parent or guardian may receive permission to include one to two dependents who must be well-supervised by the parent.

Individuals must set up their own User ID. Some limited staff assistance may be available. If an individual needs help setting up either the equipment or software, it is recommended the individual arrive early.

Sessions can be scheduled 24 hours or more in advance. Individuals may sign up for one session of up to one hour at a time. If no one is waiting and the room is available, the session may be extended.

Sessions may be scheduled during regular business hours, pending availability. Skype users must complete their session and return all equipment 10 minutes prior to the Library closing.

The McKenzie County Public Library cannot guarantee that the hardware and software needed to run Skype will function smoothly.

Library computers may not be used to display pornographic, obscene or adult content material. They may not be used to access online chat rooms or to hack other computers or networks. The computers may not be used to violate any state or federal law, including copyright. These computers are not intended for gaming. Persons found in violation of any of these rules are subject to immediate end of session. If an individual is found in violation a second time, the offender will be asked to leave the Library immediately for the remainder of that business day and may even have computer privileges revoked permanently.

Playaway Launchpads

Amended 1/8/2020

The McKenzie County Public Library offers Playaway Launchpads for checkout, located in the children's area. Launchpads are designed for children in grades K-5 and are preloaded with high quality interactive applications. These applications are educational in nature and include topics such as animals, cards, numbers, matching games and more. Launchpads are specifically designed to encourage S.T.E.A.M. (science, technology, engineering, art, and mathematics).

Launchpads offer complete security as there is no risk of unintended content, downloading of any additional applications, or internet access. Each tablet includes a durable bright orange protective rubber bumper, high definition touch screen interface, and user friendly features. Applications on each tablet are curated based on subject area, theme, grade level and age, making it easy for children to select the tablet most suited to their needs.

Launchpads are available to all guests of the Library, but are limited to one tablet per Library account with a checkout period of two weeks. Launchpads are not available for renewal. Launchpads, if available, are permitted to be used while in the Library without being checked out.

Launchpads are Library property. Improper usage of Playaway Launchpads includes:

1. Unnecessarily heavy tapping
2. Banging the Launchpad on a table, counter, or other surface
3. Throwing or kicking the device
4. Any other behavior deemed abusive or inappropriate by Library Staff

Launchpad users are expected to keep the sound of the device at a low volume. Headphones are available upon request.

Launchpads are to be returned, in the condition it was borrowed, to a member of Library Staff. Launchpad users found in violation of these rules will be asked to return their device to a member of Library Staff immediately and will not be permitted to use a Launchpad for the remainder of that business day. A second violation will result in a permanent loss of Launchpad privileges.

If a Launchpad is damaged, that individual will be charged for any damages and/or fees incurred for the repair or replacement of the device. If the Launchpad is damaged by a minor, their parent or guardian will be held financially responsible for the repair or replacement of the device.

Part 3 – Additional Services

Proctoring

The McKenzie County Public Library promotes the success of the communities of McKenzie County by providing resources and services in a variety of formats to meet the informational, supplemental, educational and recreational needs of McKenzie County residents. Proctoring services are subject to the availability of designated proctoring staff and computers. Regular Library activities and events will take precedence over proctoring services. Arrangements must be made, prior to the testing date, with the designated proctor.

Proctoring staff reserves the right to refuse to proctor any exam if the test taker (“Student”) does not meet requirements or fails to make arrangements a minimum of two business days in advance.

Student Responsibilities

It is the responsibility of each student to:

1. Take each exam honestly.
2. Know how to access their school account and proceed with testing.
3. Make proctoring appointments at least two business days in advance and contact designated proctor by either phone or email 24 hours in advance to confirm their testing

appointment.

4. Arrive 10 minutes before their appointment time and will be responsible for bringing any required testing supplies (i.e. calculator, scratch paper, pens, pencils, etc.).
5. Provide a valid photo ID at the time of their test.
6. Only use the Library's designated computer for online testing; personal laptops will not be allowed, unless required by the institution. It is the student's responsibility to provide verification from the institution if the student is required to use their personal laptop.
7. Ensure the Library's available proctoring services match the requirements set forth by the educational institution.
8. Not use a cell phone or visit with others during their exam.
9. Remain in the testing area for the duration of the exam.
10. Provide packaging and postage for the return of tests to the institution, as well as any other costs associated with the exam. While the Library does not charge a fee for proctoring services, all expenses (including copying, faxing, and postage) will be paid for by the student. Any fees incurred will be charged to the student at the Library's current rate.

Proctor Responsibilities

It is the responsibility of the designated proctor to:

1. Ensure the Sanford Room remains a quiet area for the duration of testing.
2. Enforce time limits placed on exams, as well as any other requirements set forth by the institution or educator.
3. Monitor the student periodically, but not continuously during exams.
4. Proctor exams in email, paper, or online form.
5. Scan and email completed exams as attachments or fax to the institution as necessary.

Scheduling

Once reserved, the testing area is for one student at a time. Students who utilize the Sanford Room for proctoring services agree to follow all guidelines relating to the Sanford Room. In rare cases, at the proctor's discretion, a second student may be assigned to a public use computer, keeping in mind that raised noise levels and distractions are highly likely.

Testing is completed by appointment only, walk-ins will not be permitted. Exams may be administered during regular business hours, but must be completed no later than 5:30 PM on any given day. Proctoring will not be offered on weekends.

Cancellations

Exams cancelled or postponed due to illness, weather, or other unforeseen circumstances will be rescheduled as staffing allows. Students who fail to show up for their appointment, without notifying the Library, twice in a row may lose proctoring privileges. The McKenzie County Public Library will not be responsible for any delayed test results, nor for any completed tests once they leave the Library's possession and have been mailed back to the educational institution.

The Library will not be responsible for tests interrupted due to emergencies, inclement weather closings, power failures, or computer hardware or software failures.

Violations

Any perceived violation of the rules for the exam will be reported to the educational institution. Violators may be ineligible for further proctoring.

Sanford Room

Amended 8/11/2021

The Sanford Room is for meetings or programs of an educational, philanthropic, cultural, recreational, or civic nature where a diversity of viewpoints is permitted, and for other functions which, in the judgment of the Board of Trustees, will benefit the residents of our community.

Statement of Policy

Guidelines for the Sanford Room are as follows:

1. Use of the facilities for Library, Library-affiliated, or Library-sponsored/co-sponsored meetings or programs shall have priority over all other requests. Thereafter, requests are considered in the following order:
 - a. Federal, State, County and City governments and their agencies.
 - b. All other uses are on an equal-access, content neutral, first come first served basis.
2. Scheduling of a meeting or program for a group or organization in the Sanford Room at the McKenzie County Public Library does not in any way constitute an endorsement by the Library of that group or organization, its activities, or any of the ideas or opinions expressed during the course of meetings or programs held at the Library.

3. The use of the name, address, or telephone number of the McKenzie County Public Library as the address, contact information, or headquarters for any group or organization using the Library for meeting purposes is prohibited.
4. Publicity generated by a group advertising a meeting in the Sanford Room at the McKenzie County Public Library may recite the Library's name and address only. Any other mention requires the express approval of the Library Director.
5. The Library does not provide storage space for any person, group, or organization.
6. Refreshments are allowed but care must be taken to avoid staining or damaging flooring, furniture, or any other Library property. Failure to comply may result in additional charges and forfeiture of future use.
7. Furniture is not to be moved during the use of this room. The room must be cleaned and straightened, with lights turned off and door locked before the key is returned. Failure to do so may result in additional charges and forfeiture of future use.
8. The Library shall not be held responsible for the security of property owned by any individual or group using the Sanford Room, including any property left behind whether accidentally or intentionally.
9. The Sanford Room is not intended to be used for private study; various seating areas and study cubicles are available throughout the Library for individual use.

As a security precaution, both doors (including the common door to the Library) are to be locked when the Sanford Room is not in use.

Prohibited Activities and Uses

The Sanford Room is not to be used for any of the following:

1. Activities which Library Staff believes may cause damage to persons or property or threatens the security of the facility.
2. Use by individuals, groups or organizations failing to abide by Library policies.
3. Activities for which fees are charged except when prior authorization has been issued by the Library Director (i.e. author book talks).
4. Activities that generate sales directly or indirectly except when prior authorization has been issued by the Library Board and Library Director, such as author sales or Library-related material sales.
5. Attaching items to walls or ceilings.

6. Waterproof or permanent markings on Sanford Room white board.
7. Alcoholic beverages, tobacco products, and firearms inside the room or building.
8. The display or viewing of images and/or videos that are lewd or pornographic in nature.

Scheduling

The following scheduling guidelines shall be used in relation to the Sanford Room:

1. The Sanford Room is scheduled by administrative staff on a quarterly basis for civic-themed organizations.
2. The Sanford Room is scheduled by administrative staff on a monthly basis for non-civic themed organizations or groups.
3. The maximum number of persons that can be accommodated is 10 per meeting. Please advise a member of Library Staff if your group will be much larger, or consider scheduling meeting in smaller groups.
4. Individuals using the Sanford Room accept full financial responsibility for the full retail replacement cost of any and all items damaged, including but not limited to: the furniture, appliances, electronics, structure, or electrical equipment.
5. Advance notice of use must be given and the appropriate forms must be signed, if applicable, prior to Sanford Room occupancy.
6. If the Sanford Room will be used after regular Library hours, the key must be picked up within 24 hours of the scheduled meeting or event.
7. If the Sanford Room is no longer needed for the time it was scheduled, a minimum of two hours cancellation notice is required. It is the responsibility of the individual or group scheduled to leave a voice message on the Library's answering service if a notice of cancellation is needed during nonbusiness hours; failure to do so will forfeit use of the Sanford Room for that day.
8. Individuals or groups that fail to show up within 30 minutes of their scheduled time, without notifying Library Staff, will be determined to have forfeited use of the Sanford Room for that day. If an individual or group fails to show a total of three times, they will be unable to reserve the Sanford Room for one year from the date of the third forfeiture.
9. Individuals or groups that display hostile or inappropriate behavior will forfeit use of the Sanford Room for that day, if applicable, and be unable to reserve the Sanford Room for one year from the date of the incident.

The Library reserves the right to deny an individual or group access to the Sanford Room if it is determined that the request for use does not follow the guidelines listed above.

Scheduling, utilizing, or occupying the Sanford Room signifies a complete understanding and agreement to abide by the guidelines listed herein.

Part 4 – Circulation

Library Cards

Amended 04/14/2021

The following classifications will be used to describe patron classifications and status:

Residential Library Cards

Individuals residing in or owning property in McKenzie County may apply, in person, for a free Library Card. Persons applying for a Library Card must demonstrate proof of residency by providing a current valid mailing address in the applicant's name and an unexpired photo identification card. Addresses belonging to businesses will not be accepted as proof of residency.

Photo identification may include:

1. Any Government issued identification card
2. Passport or Passport Card
3. School identification

Proof of mailing address may include:

1. Valid State Licenses, such as hunting and/or fishing licenses
2. Valid North Dakota Vehicle Registration
3. Any recently postmarked piece of mail addressed to the applicant

Minor children, aged 4 through 17, that can sign their full name may apply for a Library Card provided their parent or guardian provides proper identification and proof of mailing address. The parent/guardian must have a valid Library Card in good standing before the child will be able to apply for their own card. The parent/guardian must sign the child's Library Card Application in which they agree to be responsible for all Library materials borrowed, including replacement fees if necessary.

Library cards will be valid for a period of three years from the date of the application. The Library requests that you bring your Library Card with you, every time you wish to check out material. Cardholders are responsible to promptly notify the Library of any change in name, address or telephone number. Cardholders are responsible to return materials on time and pay for any lost or damaged materials, as these items are County property.

A Library Card is only valid for the patron to whom it was issued, unless otherwise notated by the cardholder on their Library account.

Non-Residential Library Cards

Non-residents may purchase a limited use Library Card, or Temporary Library Card, which is valid for a period of one year from date of purchase. A Temporary Library Card allows the purchaser to check out a maximum of 2 items at a time. The fee for a Temporary Library Card is \$30.00 per year. Non-residents will need to provide the same types of proof, in regards to identification and mailing address, as residents; however, residency may be outside of McKenzie County, but must be within the United States.

Electronic Library Cards

Individuals currently residing in McKenzie County, but who do not have a proof of mailing address in McKenzie County are eligible to apply for an Electronic Library Card. An Electronic Library Card allows the cardholder to use digital services offered by the Library, such as Libby/Overdrive and RB Digital. Electronic cardholders will not receive a physical Library Card and are unable to checkout materials from the Library. Electronic Library Cards are good for one year from the date of issue.

Facility Library Cards

To obtain a Library Card for a business the business owner will need to present their valid photo identification, proof of business mailing address, and written authorization to obtain a Facility Library Card. Facility cardholders are able to checkout a maximum of 40 items at a time. Library Cards for Facilities will be valid for one year from their issue date.

School Library Cards

Students and educators at schools that are included in the route for the McKenzie County Public Library Bookmobile are eligible to apply for a School Library Card. Minor students will be required to complete and return a signed permission slip at the start of each school year in order to be issued a School Library Card; an account will be created for each individual that returns their signed permission slip. School Library Cards are valid for one year from the issue date and allow for two items to be checked out at a time. Physical cards will not be issued to School Library cardholders.

Lost Library Cards

If a Library Card is lost, the cardholder can bring in a valid photo ID and obtain a replacement card for \$1.00. Cardholders are responsible to promptly notify the Library in the event of loss of their Library Card.

Renewal of Library Cards

Upon expiration, patrons will need to renew their Library Card by bringing in the documentation required for the issuance of a new Library Card.

Records Cleanup

After a Library Card has been expired for a minimum of one year, the patron will be removed from record and will need to reapply for a new Library Card.

Loans

Amended 1/8/2020

The following guidelines will be adhered to concerning checkout limits:

Format Limits

The following material limits apply per Library Card:

1. Media, such as audiobooks, videodiscs, or any combination thereof shall not exceed a total of three items.
2. Board Games shall not exceed more than one game per Library Card and will not be eligible for renewal.
3. Playaway Launchpads shall not exceed more than one tablet per Library Card and will not be eligible for renewal.
4. State Park Passes will be limited to one pass per Library Card.

Electronic Library Cards and School Library Cards are not eligible to checkout items classified as media or State Park Passes.

Loan Periods

The following loan periods apply to all items in circulation at the Library:

| Material Type | Loan Period |
|----------------------------|--------------------|
| Books | 14 Days |
| Videodiscs | 14 Days |
| Audiobooks | 14 Days |
| State Park Passes | 7 Days |
| Interlibrary Loans | Variable |
| Board Games | 14 Days |
| Playaway Launchpads | 14 Days |

Returns

Items may be returned in person to the Circulation Desk, or put into the Book Drop located on the outside front of the building.

Renewals

Patrons may renew material currently checked out to their Library account, pending the item is not currently on reserve. Materials may be renewed a maximum of twice. Interlibrary Loan items will be renewed at the discretion of the lending library. Renewals can be done either in person, through email, text, or via telephone.

Bookmobile Circulation and Conduct

Amended 2/12/2020

Bookmobile Mission Statement: The McKenzie County Public Library Bookmobile strives to serve all McKenzie County residents and patrons to our Library who are not served or are underserved by traditional Library means because of physical, economic, social, or geographic barriers.

Purpose of the Bookmobile

The McKenzie County Public Library Bookmobile typically traverses McKenzie County twice monthly, as staffing permits. Service areas include schools whether private, public, or rural; senior housing, and affordable housing communities; public recreational areas and buildings; facilities which house or educate persons with physical or mental challenges.

All members of the public are welcome to visit the Bookmobile at any of its scheduled locations; however, Bookmobile stops scheduled at educational institutions will be limited to students and faculty of that facility.

All members of the public with a valid McKenzie County Public Library Card may check out available items on the Bookmobile. The Bookmobile carries a variety of circulated Library materials for children, young adults, and adults.

The location and time of each Bookmobile stop can be found by visiting the Library's official website, by calling the Library, or by stopping by the Library and requesting a copy of the monthly Bookmobile schedule.

The Bookmobile is a branch of the McKenzie County Public Library and can be used in a similar fashion. Materials borrowed from the Bookmobile circulate for two weeks and can be returned on a following visit to the Bookmobile or to the Main Library. Bookmobile items can also be renewed, provided they are not on reserve for other patrons. Renewals can be requested via phone, email, text, or in person. Patrons may also request to reserve an item and pick it up at their next visit to a specific designated bookmobile stop. The Bookmobile does not carry cash or accept riders.

Using the Bookmobile

A valid Library Card is necessary to check out items on the Bookmobile; Library Card Applications are available on the Bookmobile. Physical Library Cards, as well as receipts, cannot be issued on the Bookmobile. A physical Library Card can be requested and will be available to

pick up at the McKenzie County Public Library. A Library Card is not required to visit, browse, or read on the Bookmobile while the vehicle is parked.

Bookmobile Stops

The following criteria are taken into consideration when arranging Bookmobile stops:

1. The stop in question must be within the limits of McKenzie County.
2. The stop should reflect the mission statement of the McKenzie County Public Library Bookmobile.
3. Sufficient Library Staff and resources must be available to serve the stop.
4. The stop must fit into the existing schedule in both timing and geography.
5. The stop's parameters must be within the confines of the Library's regular business hours.
6. The stop must have enough space so that the Bookmobile Driver is able to safely park the vehicle, and so that community and staff can approach, board, and exit the vehicle safely.
7. The stop must have ample room for the Bookmobile to maneuver, turn, and park; the Bookmobile is approximately 26' long and 10 ½' tall.
8. Stops with restroom facilities are preferred, but not mandatory.

New stops may be requested at any time by completing a Bookmobile Stop Request form available on the Bookmobile, on the Library's website, and at the front desk of the Library. The individual filling out the Bookmobile Stop Request form will be considered the contact person for that stop and will take on all appropriate responsibilities deemed necessary of the contact person. Requesting a Bookmobile stop does not ensure one will be granted. The Library Director will take staff scheduling, weather patterns, and parking accessibility into consideration when evaluating any space for a potential stop. Requests are taken into consideration by Bookmobile Staff and the Library Director. A response will be made in a timely manner to each request.

Discontinuing a Stop

The Bookmobile schedule is reviewed and evaluated annually. Each stop should show:

1. Consistent community usage
2. Consistent circulation of Library materials
3. Consistent return of Library materials
4. Consistent reflection of Bookmobile services' mission

If it is determined that the stop is not meeting the guidelines listed above, the contact person at the stop will be notified that it is in jeopardy of being removed from the route. With input from

the contact person, additional promotion will be made for that stop. If attempts to revitalize the stop are unsuccessful, the McKenzie County Public Library will notify the stop's contact person by phone and/or in writing, specifying why the stop is being cancelled and when the full cancellation will go into effect.

Inclement Weather and Unforeseen Circumstances

In the event of inclement weather, the Bookmobile Driver and the Library Director will research current travel conditions in McKenzie County to determine if it is safe for the Bookmobile to travel. The Bookmobile Driver and the Library Director will reference the North Dakota Department of Transportation Travel Information Map, located at www.dot.nd.gov, to reach a decision.

The following hazardous road conditions, as indicated by the Department of Transportation, will result in the Bookmobile cancelling stops for that day:

1. No Travel Advised
2. Ice/Compacted Snow
3. Scattered Ice
4. Snow Covered

On occasion, after beginning its route, the Bookmobile may be required to return to the Library without completing its designated stops. These instances may include, but are not limited to:

1. Strong winds
2. Equipment Failure
3. Vehicular Failure

If the Bookmobile is unable to leave the Library, or is required to return for any reason, the Library will call the contact person for each stop that was scheduled that day. Any Bookmobile stops not serviced on their scheduled day will not be rescheduled, but rather the Bookmobile will return on its next scheduled day for that stop.

Overdue Items and Billing

If a Bookmobile item is overdue, the Library Staff will attempt to contact the patron to remind them that their item is overdue. Once an item is overdue for three weeks, the item will be marked as lost and the Bookmobile patron can expect to receive a bill for the full retail replacement cost of that item.

Overdue Items and Billing Regarding Schools

If an item that was checked out on a School Library Card through the Bookmobile becomes overdue, the Library will remind either the teacher or a member of the school administration that there is an overdue item on a specific individual's Library account. These Bookmobile patrons

will receive a bill for the full retail replacement cost of any item(s) still on their Library account at the end of the school year, or semester, whichever comes first.

Bookmobile Patron Conduct

In addition to the guidelines outlined in the McKenzie County Public Library's Patron Conduct Policy, all visitors to the Bookmobile will refrain from:

1. Rocking the bookmobile from side to side or jumping up and down;
2. Entering unauthorized areas (driver cab, behind circulation desk, etc.);
3. Opening staff and storage cabinets;
4. Using staff laptop;
5. Eating or drinking while onboard the vehicle;
6. Tampering with / playing on or around the wheelchair lift;
7. Tampering with the electric switchboard;
8. Drawing on the whiteboards or erasing pre-written messages;
9. Opening or closing windows.

If a Bookmobile visitor is found in violation of any of these rules, that individual may be asked to leave and may lose check-out privileges for that visit. If the individual continues with this behavior, it may result in the loss of all future Bookmobile privileges.

Communication

The Bookmobile Driver can be contacted by calling the McKenzie County Public Library or by emailing the Library at librarian@co.mckenzie.nd.us.

Library Fees

The purpose of this section is to establish and maintain fair and consistent practices for collecting fees for overdue, long overdue, and lost Library materials. This policy defines expectations for the timely resolution of disputes and describes financial oversight and review, as well as patron responsibilities and penalties.

Patron Responsibilities

Patrons are responsible for all Library materials checked out on their Library Card and are expected to return those materials in the same condition in which they were checked out, as well as in a timely manner. All patrons are subject to fees for lost or damaged items.

Patrons will maintain their account information. They will inform the Library of any change to their contact information such as mailing address, phone number or email address, and will notify the Library if their Library Card is lost or stolen.

To assist in patrons' responsibilities, patrons may:

1. Receive verbal confirmation of due date by a member of Library Staff.
2. Obtain receipts at time of check out with due date clearly printed.
3. Sign up to receive courtesy emails and text message alerts before Library materials are due or overdue.
4. Access their account information via the Library's catalog or homepage.

Patrons are informed of borrowing privileges and responsibilities (i.e. lending rules and fees) when they first receive their Library Card. Patrons may also refer to McKenzie County Public Library's Circulation Policy at any time.

The McKenzie County Public Library does not charge a daily fine for items that are overdue.

Fees for damaged or lost Library materials are charged to the patron's Library Card account. Fees may be paid in person by cash or check.

Outstanding fees will not prevent patrons from accessing Library computers or using other In-Library-Only items. However, if there are outstanding fees on a patron's Library account, that patron will be unable to checkout any materials until the account is brought to a \$0 balance.

Overdue Items

Amended 9/22/2021

Patrons will receive a system generated overdue notice 3 days after a material is due, at minimum. The notice will be delivered via telephone, email, or mailed out, depending on patron preference as listed on their Library Card Application.

If a patron reports an item as lost, or returns the item in a damaged state, the charge for the full retail replacement cost of the item will be added to the patron's account, with the patron being notified accordingly.

Patrons will receive a system generated Marked to Lost notice, a minimum of 21 days after the due date, if the item has still not been returned to the Library. A replacement fee for the full retail replacement cost of the item will be added to the patron's account and the patron notified.

A report of that day's overdue items will be printed daily with staff searching the Library for the overdue item(s) listed.

After an item has been due for a minimum of 60 days, all necessary information pertaining to that account will be turned over to the State Attorney's Office.

Once a year, a letter reminding patrons of outstanding fees attached to their record along with a copy of their billing statement will be mailed out. This process will take place semi-annually, after a full inventory has been completed.

After two years, if the fine hasn't been paid or the patron has not returned the item(s), the Library Director will print the billing record of the patron, waive charges on the patron's record, delete the items on the patron's record, and block the patron record for an additional time (ten years). The printouts will be kept in case the patron should ever try to use their card again, reapply for a new Library Card, offer to pay for the lost items, or return the items. After the allotted years, the records will be deleted and the paper copies of the record will be destroyed.

Lost and Damaged Items

Patrons will be billed for lost items after 21 days. The Library Director or Assistant Library Director will determine the replacement fee, which will take into consideration the original retail value of the item and any other associated fees, such as shipping, handling, and processing. Materials returned with damage (stains, water damage, ripped pages, chew marks, etc.) are considered deteriorated beyond normal wear and the patron will be assessed damage fees. The damaged materials will be removed from the collection and the patron assessed the full retail replacement cost of the damaged items. Items returned with damaged or missing cases, labels, barcodes, or other components may be assessed as replacement fees.

Inventory

A complete inventory of the Library, including Bookmobile, will be completed semi-annually, under dual control. Inventory will be completed prior to sending out Reminder Letters to patrons.

Resolving Disputes

Library staff will work with patrons to explain charges and resolve disputes, seeking to balance the values of stewardship and patron access to Library resources in this decision making.

Staff will discuss fees only with the patron involved, or in the case of a minor child, with the parent or guardian. Staff may share information about patron accounts with other staff only to the extent necessary to resolve the service question at hand.

Circumstances may warrant staff to waive a patron's fees. Staff will apply fee waivers fairly and equitably according to the following practices:

1. Patron requests for a waiver in a timely manner (within a 2 month period).
2. Supervisors are responsible for determining if a fee should be waived. Only supervisors are authorized to waive fees.

3. Upon waiving a fee, supervisors must record the waiver in the Library's computer system via the patron's Library account that a fee was waived, as well as the reason for the waiver.

Refunds will not be given for payment made on long overdue or lost material that was later found and returned. Long overdue and lost materials are not available to Library patrons, and may no longer be of use by the time they are returned. Rare, special circumstances may warrant refunds and will be determined by administrative staff on a case-by-case basis.

Financial Oversight

Staff will follow established cash management procedures for collecting and depositing fees. Fee waivers will be tracked at the administrative level and be reviewed for irregularities.

Part 5 – Collection Development

Selection and Collection

Books, magazines, newspapers, internet service and all other materials are selected to provide resources for education, information, personal development, recreation and cultural needs as desired and needed by the residents of McKenzie County.

The responsibility for selection of materials rests on the Library Director of the McKenzie County Public Library, who operates within the framework of policies determined by the Board of Trustees and the Handbook of North Dakota Public Library Board Members.

Freedom of speech and freedom of press are a right of our heritage guaranteed by the Constitution of the United States and defended by our courts of law. The Library must attempt to provide free access to all points of view on public questions. The Library cannot satisfy the interests and beliefs of one group and sacrifice the interests of others.

Test books will not be purchased only to meet one student's demand, but may be purchased when they provide the best possible coverage of a given subject.

The Library will not add a book to the Library's collection at the request of an individual unless it would be considered a valuable addition or would serve to meet the needs and interests of several Library patrons.

Used books and other materials donated to the Library are accepted with the understanding that they may not necessarily be added to the collection. Individuals will be referred to the Library's Donated Materials Policy in regards to stipulations regarding items donated to the Library.

De-Selection

The following has been drafted from the recommendations of the Texas State Library and

Archives Commission and the 2008 publication *CREW: A Weeding Manual for Modern Libraries* revised and updated by Jeanette Larson.

As shelving space is limited, and in order to complete our goal in meeting the diverse, cultural, educational, research and personal enrichment needs of the McKenzie County community, materials offered by the Library must be current, accurate, relevant, and available in a beneficial format and condition.

Therefore, materials no longer accurate, circulated, or beneficial must be withdrawn from the collection. This does not mean that they were a waste of budgeted monies, but simply that they have served their purpose.

This criterion does not need to apply to items with local historical value, which typically possess appeal, significance, and scarcity in excess of materials of no cultural relation to the region. Local historical items may be retained indefinitely or at the discretion of the Library Director.

Non-print materials can lose applicability and vitality as technology advances. Older formats, such as filmstrips, slides, audiocassettes, videocassettes, computer software on magnetic media such as floppy discs etc., should be removed from the collection as the devices needed to use them become obsolete. The same is true for sets or kits that include obsolete components.

Optical media such as DVDs, Blu-ray discs, CDs, etc. should be replaced or withdrawn if they are chipped, cracked, warped, excessively scratched, or in any condition that affects their playability.

For printed materials, the following six negative factors (represented below as the acronym MUSTIE) can compromise an item's usefulness, making it a prime candidate for deselection.

M = Item contains misleading and/or factually inaccurate information.

U = Item is ugly, worn, falling apart, beyond mending, binding, or repairing.

S = Item is superseded; newer edition or better book on the topic is available.

T = Item is trivial: of no clear literary or scientific merit; fad has faded.

I = Item is irrelevant to the needs or interests of our community.

E = Item is easily obtained elsewhere, whether that be electronically or via Interlibrary Loan.

Reconsideration

Any patron of the Library who has a complaint regarding a circulated Library item must submit that complaint in writing to the Library.

After a written complaint is received, a Reconsideration Committee will be established to reach a decision on the objectionable material. This committee shall consist of five residents of McKenzie County that do not work for the McKenzie County Public Library, and who do not hold a seat on the Board of Trustees.

A meeting date will be set for the Reconsideration Committee to meet; this meeting will be open to the public. The complainant must be present at the Reconsideration Committee meeting to present their concerns. If the complainant is not present at the meeting, the complaint will be dismissed and ineligible to be brought before the Reconsideration Committee by that patron again.

The complainant will be notified, in writing, of the decision made by the Reconsideration Committee in a timely manner.

Submitting a written complaint and/or the formation of a Reconsideration Committee does not mean that the material up for review will be removed from circulation.

Donated Materials

The McKenzie County Public Library welcomes gifts of books and other materials with the clear understanding that such gifts must meet the list of standards and guidelines as set forth below:

1. All material must be in brand-new, like-new, or gently-used condition:
 - a. No torn, yellowed, stained, marked, highlighted, water-damaged, or moldy items will be accepted.
 - b. Pages must not hold heavy odors.
 - c. Book bindings must not be broken.
2. Nonfiction and informational books (including dictionaries and encyclopedias) should be no more than 3 years old to avoid offering outdated or inaccurate information to Library patrons.
3. Outdated items such as, but not limited to record albums, 8-tracks, VHS or cassette tapes will not be accepted.
4. The McKenzie County Public Library will not accept pornographic materials in any format.

Materials that meet these standards may be integrated into the Library's collection, made available to Library patrons, and handled as any other material belonging to the McKenzie County Public Library.

Materials that do not meet these standards will not be accepted for Library circulation, but may instead be donated to other institutions, or if necessary, disposed of in accordance with established Library procedures.

It is recommended that individuals wishing to donate books or other materials call the Library prior to bringing in the items.

All donated items become the exclusive property of the McKenzie County Public Library. Upon request, the McKenzie County Public Library will provide a receipt for donated items, but will not assess the value of a donation for tax purposes.

Interlibrary Loan

Amended 12/10/2020

Interlibrary Loan is a mutual agreement among libraries in North Dakota and throughout the United States to share the resources of the Library. Through Interlibrary Loan, the McKenzie County Public Library is able to borrow materials that are not in its collection from other libraries. Although the McKenzie County Public Library tries to serve the diverse needs and interests of the community, it is not possible to purchase every item that may be of interest to every person. Interlibrary Loan enhances the Library's ability to provide patrons with needed and wanted Library items.

Eligibility and Limitations

Interlibrary Loan services are available to current McKenzie County Public Library cardholders who have a Library Card in good standing.

Patrons are allowed two active Interlibrary Loan requests at one time. Active requests include materials on loan as well as those in the process of being loaned. Any additional loans will be allowed or denied at the Library Director's discretion.

If a McKenzie County Public Library patron consecutively returns two Interlibrary Loans overdue, they will not be eligible to request Interlibrary Loans in the future. In addition, if a McKenzie County Public Library patron retains an Interlibrary Loan item indefinitely and/or past the due date as set forth by the loaning library, the patron will receive a bill for the item and be permanently restricted from requesting Interlibrary Loans in the future.

Available Materials

Any materials not currently owned by the McKenzie County Public Library, and that have a publication date within the last five years, may be requested through Interlibrary Loan. Every effort will be made to receive the requested material(s). However, new items, archived materials, audiovisual and some other materials may not be readily available. Photocopies of articles from magazines or periodicals can also be requested.

Historical Materials

Patrons are to be as specific as possible when requesting historical material. There is the possibility of an extra charge for historical materials requested from outside the state. Some historical materials may be lent out with the condition that they are only to be used inside the Library.

Requesting Materials

Interlibrary Loan requests may be made by visiting or calling the Library and speaking with a member of Library Staff. The patron will be asked their name and phone number, as well as the item's title, name of author, and how soon they might need the item.

Fees

If requested materials are available, whether from a library in North Dakota or from an out of state library, a flat \$2.00 fee will be charged to assist in shipping costs. In some cases, higher fees may apply.

If the request is for a reproduction of a journal, magazine, or newspaper article, an additional copying fee may be applied by the institution which fulfills the request. The patron requesting the material will be held financially responsible for the additional fee(s).

Wait Time

The McKenzie County Public Library cannot estimate a turnaround time for an Interlibrary Loan request, as waiting periods vary.

Patron Notification

The requesting patron will be notified by phone and/or email when the requested material(s) arrive. Unfilled requests, overdue items, and other matters will be communicated as needed.

Loan Periods

Loan periods vary for Interlibrary Loan items as they are established by the lending institution, not the McKenzie County Public Library. In some cases, an institution will recall an item that was loaned out before its due date.

Renewals

Requests for renewals must be made on or before the item's due date. Renewals are not guaranteed, but are granted at the lending institution's discretion.

Lost and Damaged Items

Replacement costs for lost or damaged materials will be set by the lending institution.

Part 6 – Staff Policies and Practices

Disaster Plan

The McKenzie County Public Library has adopted the following basic disaster plan in the event of an emergency.

Fire

Staff shall adhere to the following in the event of a fire or possible fire:

1. Call 911 and pull the fire alarm.
2. Evacuate anyone currently in the Library, including bathrooms. Close all doors, if possible.
3. Use a fire extinguisher on small blazes. Fire extinguishers are located:
 - a. At the Circulation Desk
 - b. Next to the garage door
 - c. On the Bookmobile
4. All members of Library Staff are to gather in the lobby of First International Bank & Trust.
5. Call the County Emergency Manager.
6. If time permits, and it is safe to do so, move the Bookmobile to a safer location.

Tornado

Staff shall adhere to the following in the event of a tornado or possible tornado:

1. Remain in the building and away from any windows.
2. Evacuate anyone currently in the Library to the downstairs restrooms.
3. Evacuate the building after the tornado is over, if it appears to be safe to do so.
4. Avoid any overhead utilities.
5. Call 911 for directions on utilities shutdown procedures.
6. Request a building inspection from the City of Watford to determine if the building is safe for reentry.

Bomb Threat

Staff shall adhere to the following in the event of a bomb threat:

1. Call 911.
2. Evacuate the building, unless law enforcement advises against it.

Attire and Grooming

Employees of the McKenzie County Public Library shall follow the guidelines for Dress Code and Appearance set forth in the McKenzie County Employee Handbook:

Appearance and dress should be in keeping with the job being performed, both for safety reasons and to reflect a positive image for the County. Should an employee arrive for work wearing clothing or accessories which is inappropriate, they may be required to go home and change prior to commencing work.

Additionally, the McKenzie County Public Library strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. As part of that effort, the Library requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed.

Procedures

All McKenzie County Public Library staff members are expected to present a professional, businesslike image to patrons, visitors and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the McKenzie County Public Library.

Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor or Department Head.

Any staff member who does not meet the attire or grooming standards set by his or her department will be subject to corrective action, as defined in the section titled Addressing Workplace Attire and Grooming Problems, and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any time missed because of failure to comply with designated attire and grooming standards.

Specific Requirements

Staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms and

protective clothing may be required, such as during the annual Summer Reading Program, and will be provided to employees by the McKenzie County Public Library.

At the discretion of the Department Head, in special circumstances, such as semi-annual cleaning assignments (cleaning the garage and/or washing the Bookmobile) or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.

Reasonable Accommodation of Religious Beliefs

The McKenzie County Public Library recognizes the importance of individually held religious beliefs to persons within its employ. The McKenzie County Public Library will reasonably accommodate a staff member’s religious beliefs in terms of workplace attire unless the accommodation creates undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should speak to the Library Director or should contact the Human Resources Department.

Appropriate Dress

The following guidelines shall constitute appropriate attire:

| Appropriate | Inappropriate |
|---|--|
| Slacks | |
| <ul style="list-style-type: none"> • Khakis or solid color slacks • Jeans (must be clean; may not be excessively tight or revealing) • Bermuda style or knee length shorts or capris | <ul style="list-style-type: none"> • Sweatpants, exercise wear • “Short shorts”, low-rise or hip-hugger pants or jeans |
| Shirts | |
| <ul style="list-style-type: none"> • Polo collar knit or golf shirts • Oxford shirts • Short-sleeved blouses or shirts • Turtlenecks or cardigans • Blazers or sport coats • Jackets or sweaters • T-Shirts with a literary or Library theme (with prior approval) | <ul style="list-style-type: none"> • Shirts with writing (other than those with prior approval) • T-shirts or sweatshirts (other than those with prior approval) • Beachwear • Exercise wear • Crop tops, clothing showing midriffs, spaghetti straps |
| Shoes | |

| | |
|---|---|
| <ul style="list-style-type: none"> • Boating or deck shoes, moccasins • Casual, low-heel, open-back shoes (e.g., mules, sling backs) • Athletic or tennis shoes • Sandals | <ul style="list-style-type: none"> • Croc-like sandals |
|---|---|

Business Attire

The following guidelines apply to business attire:

1. For women, business attire includes all appropriate items listed above as well as skirts, dresses, coordinated and dressy separates.
2. For men, business attire includes all appropriate items listed above as well as trousers, and long-sleeved dress shirts.

Hygiene and Appearance

Employees of the McKenzie County Public Library are expected to meet hygiene and appearance requirements during regular business hours for the duration of their employment. Personal hygiene and appearance requirements include, but are not limited to:

1. Make-up (if worn) should be moderate.
2. Oral hygiene (brushing of teeth) required.
3. Personal cleanliness by bathing regularly.
4. Washing of hands after eating, or using the restrooms.
5. Clean and well maintained fingernails (acrylic nails are acceptable).
6. Use of deodorant/antiperspirant to minimize body odors.
7. Neat and well-groomed hair, sideburns, mustaches and beards.
8. Clothing must be clean, pressed, in good condition and fit appropriately.
9. Clothing should be of appropriate length and coverage with consideration given to job duties (reaching, crouching, bending, etc.).
10. Fragrances including perfume and cologne should be subtle and not overpowering

Addressing Workplace Attire and Grooming Problems

Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in inappropriate dress, he or she will be required to go home, change into conforming attire or properly groom, and return to work.

If a staff member's poor hygiene is an issue, the supervisor should discuss the problem with the staff member in private and should point out the specific area(s) to be corrected. If the problem persists, supervisors should follow the normal corrective action process.

Cash Handling

Amended 2/12/2020

This section defines the responsibilities for any McKenzie County Public Library (Library) employee who handles currency, cash equivalents, or checks ("Cash"). Any individual that receives, handles, transports or deposits cash must follow appropriate internal controls and follow documented procedures to prevent financial loss, prevent and detect errors, promote security and accurate financial reporting. Appropriate internal controls include the segregation of duties, safekeeping of cash, prompt deposit of all Cash receipts, and accurate reconciliation of collections, and appropriate record keeping.

Cash Handling Procedures

Procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance with accepted standards of internal controls. All Library employees are responsible for complying with the policies and procedures described herein. Non-compliance with these policies and procedures could lead to disciplinary action, up to and including termination.

Use of Library funds or receipts for cashing checks is prohibited. Retention of cash from outside sources for use as petty cash or making change is prohibited.

Cash should never be left unattended, for any period of time.

When a Library employee receives cash, it is to be deposited immediately into the cash drawer and logged within the Ledger.

Cash intake will be written within the Ledger, in pen, for that business day. If the Library is closed or has had no transactions for that business day it will be notated on the Ledger.

If cash payments of larger than a \$20 bill are collected, the authorized person collecting the funds will use a counterfeit detection pen to detect counterfeit bills.

A receipt will be issued for any financial transaction conducted at the Library. If an individual declines their receipt, one must still be completed in the receipt book.

Refunds for items found that were previously paid for are refundable only through a Claim Voucher submitted to the County Auditor with any and all applicable documentation. Refunds

are not given from the Library. Final approvals for refund checks are handled by the Board of County Commissioners; meeting schedule is available upon request. If the request for a refund is approved, it will be available for pickup at the Courthouse on the next business day.

Cash Till Operation

Only Library employees with appropriate training are authorized to handle transactions during their assigned work shifts only.

A current list of all employees who have been issued Library and/or safe keys will be maintained by the Library Director.

The cash drawer is to remain locked when not in immediate use.

During regular business hours, the key belonging to the Cash Drawer is to be possessed by a member of Library Staff, at all times. During nonbusiness hours, the key belonging to the Cash Drawer is to be placed in its assigned location in the office with the door to the office locked.

Corrections to the Ledger

When an error is found, the employees reconciling the drawer will be responsible for comparing all applicable transactions and receipts in order to find the discrepancy. Cash errors will be entered on the Ledger, including the error and the correction made, and the initials of the two employees, if applicable, reconciling the cash when the error was found.

If the employees reconciling the Cash Drawer are unable to find the error, any overage or shortage will be logged within the Ledger and brought to the attention of the Library Director or immediate supervisor as soon as possible. It is then the responsibility of the Director to find the discrepancy. Errors on the Ledger will not exceed one business day.

If the Director is unable to determine where the error occurred, the following action(s) will be taken:

1. If an overage occurs, the excess cash shall be placed in a separate envelope bearing the date and initials of two employees. The overage will then be accounted for within that week's deposit total and logged accordingly.
2. If a shortage occurs, the amount of the shortage will be clearly logged on that day's Ledger entry, as well as that week's deposit slip, which will go on file with the County Auditor.

Patron Fee Waivers

Fees may be assessed to a patron account for lost or damaged items. The Library will not waive fees unless they are the result of an error, or if there are extenuating circumstances. These practices apply to Patron Fee Waivers:

1. All fees that are removed from a patron account must be done in Atrium as a Waive function rather than a Delete function.
2. Each waived fee must have a recorded reason for the waiver entered and the initials of the employee waiving the fee.
3. All Patron fees waived will be tracked by a monthly review of the Waived Fees Report.
4. The Waived Fees Report will be generated by the Assistant Library Director and will be reviewed monthly by the Director to monitor proper implementation of this policy.
5. The Waived Fees Reports will be kept on file for a period of three years.
6. Library Staff waiving fees not following these guidelines may be subject to disciplinary action.

Reconciliation of Cash

The Cash Drawer is to be counted twice daily under dual control, except in instances where only one employee is on staff. The employees reconciling the Cash Drawer should be varied, with no single individual performing these duties in succession, except in extenuating circumstances.

If the Library requires change, due to an influx of large bills or coins, it will be prepared and documented on the Ledger under dual control.

The Cash Drawer is reconciled each morning prior to the Library being open to the public, and again after the Library is closed for that calendar day. The Cash Drawer shall always maintain a balance of \$200.

At the start of each business day, the scheduled employees will verify the Cash Drawer has a starting balance of \$200 and complete the Ledger accordingly; information should include the initials of the employees reconciling the drawer, balance, date, and time.

At the end of each business day any cash overage is to be removed from the Cash Drawer with the total being compared to that day's Ledger for accuracy. The end of day reconciliation within the Ledger will include the initials of the employees reconciling the drawer, denominational totals, balance, date, and time. Any overage is then placed in a sealed envelope bearing the date, time, and monetary totals. The initials of the employees conducting the reconciliation will be placed on the back side of the envelope, over the seal; the envelope is then placed into the Library safe.

Deposits

The Library will make a cash deposit once per week to the McKenzie County Auditor's Office. At the close of each week, under dual control, all daily deposits will be removed from the safe and placed into a bank bag along with a Weekly Deposit Form. Either the Library Director or the Assistant Library Director will transport the bank bag to the Courthouse.

